



OFFICE MEMORANDUM

DATE: October 18, 1996

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: Paul F. Miller
Engineer of Construction

SUBJECT: CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1996-9
Extention of Time

The Recommendation/Final Estimate process Re-Engineering Team has proposed the following procedures in regards to extensions of time. This memo approves these procedures for implementation *effective immediately*.

1. Contractor submits request for additional time on Form 1100A to Resident/Project Engineer (RE/PE).
2. RE/PE prepares response to request, recommends approval/denial, and forwards request to the District Field Engineer.
3. District Field Engineer reviews the RE/PE's recommendation and approves/denies the request. The original is sent back to the RE/PE and a copy is sent to the contractor.
4. RE/PE prepares a recommendation changing contract time and assessing liquidated damages where applicable. The District Field Engineer authorizes the recommendation and forwards the original to Lansing with a copy of Form 1100A(s).

For Local Government projects, the District Field Engineer can delegate responsibility to authorize to representative.

For Central Office Review decisions or other MDOT initiated extensions, an Extension of Time request on Form 1100A will not be required. Only a recommendation, including the contractor's signature, explaining the circumstances for additional time are necessary. Copies of COR decision applicable to the extension of time should be attached.

All Extensions of Time must still follow the guidelines as referenced by the Standard Specificaitons for Construction, The Construction Manual, and/or applicable special provisions. Justification including analytical computations shall be noted on the recommendation, EOT request (1100A,), or

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attached sheets.

Engineer of Construction

PFM:RDC:srh

SUBJECT INDEX: AUTHORIZATIONS

cc:	Lansing Construction Div. Engs.	H. Linne
	Lansing Construction Div. Techs.	P. Fhaner
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